

U.S. Coast Guard
National
Pollution Funds
Center

Claimant's Information Guide

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National Pollution Funds Center
4200 Wilson Blvd, Suite 1000
Arlington, VA 22203-1804
(703) 235-4764
(800) 280-7118

Table of Contents

1. Introduction.....	556
2. Background.....	557
3. What Claims May Be Submitted to the OSLTF?.....	558
4. Who May Be a Claimant?.....	559
5. What are the Time Units on Submitting Claims to the OSLTF?.....	560
6. When Should Claim Be Presented to the OSLTF or Responsible Party?.....	561
7. Where Should a Claim Be Sent?.....	562
8. How Should a Claim Be Presented to the OSLTF?.....	563
9. What Information Should a Claim Contain?.....	564
10. Claims Settlement Process.....	568

Note: Forms and instructions are located in center of booklet;
they can be pulled out and completed.

1. Introduction

If you have suffered a loss due to an oil spill you may be entitled to compensation.

If you have not received compensation from the spiller, you may be entitled to compensation from the Oil Spill liability Trust Fund (OSLTF).

The categories of uncompensated losses covered by the OSLIT are:

- removal costs;
- real or personal property damages;
- loss of profits or earning capacity;
- loss of subsistence;
- loss of government revenues;
- cost of increased public services; and
- damages to natural resources.

The two common scenarios for submitting claims to the OSLTF are:

- a.
 - the source of the spill is designated
 - the spiller advertises for claims
 - claimants submit claims to the spiller
 - if the spiller denies the claim or fails to settle it within 90 days, the claimant may submit the claim to the OSLTF.
- b.
 - the source of the spill cannot be designated
 - the NPFC advertises for claims
 - claimants may submit claims to the OSLIT

The purpose of this Claimant's Information Guide is to assist those who have suffered uncompensated removal costs or uncompensated damages resulting from a discharge of oil or the substantial threat of discharge of oil into the navigable waters of the United States in the preparation and presentation of claims to the Oil Spill Liability Trust Fund.

This Guide should not be used as a legal reference. Claimants are encouraged to consult the Oil Pollution Act of 1990 (OPA) (33 U.S.C. 2701 *et. seq.*) and the related claims regulations (33 CFR Part 136). That statute and those implementing claims regulations are the controlling legal authority for OSLTF claims.

Claimants with questions concerning the preparation and submission of claims may contact the U.S. Coast Guard, National Pollution Funds Center (NPFC) at (703) 235-4764 or (800) 280-7118. Normal business hours are weekdays, from 8:00 a.m. to 4:30 p.m. Eastern time.

Generally, claims for all costs and damages resulting from an oil pollution incident must be presented first to the responsible party or its guarantor. The guarantor is typically the responsible party's insurer. This guide does not provide instructions on how to present a claim to the responsible party or guarantor. The responsible party and guarantor are responsible for establishing those procedures. They may inform potential claimants of the procedures by advertising or otherwise notifying particular claimants or public at large.

The Guide addresses

- a. types of uncompensated removal costs and damages that may be presented to the OSLTF;
- b. who is eligible for compensation from the OSLTF;
- c. time limits for submitting a claim to the OSLTF;
- d. when claims should be presented to the OSLTF and when they should be submitted to the responsible party;
- e. where claims should be sent;
- f. how to submit a claim;
- g. information required from the claimant; and
- h. claim resettlement and compensation procedures.

2. Background

Generally, the OSLTF was established to provide:

- a. funds for removal actions;
 - b. payment of costs to assess and to restore damaged natural resources;
 - c. compensation to claimants for certain damages resulting from an oil pollution incident; and
 - d. pursuing cost recovery from responsible parties for removal cost and damages paid by the OSLTF.
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An incident is an occurrence or a series of occurrences having the same origin, involving one or more vessels, facilities, or any combination thereof, resulting in the discharge or substantial threat of discharge of oil into or upon navigable waters of the United States, adjoining shorelines or the exclusive economic zone. A discharge is considered any emission (other than natural seepage), intentional or unintentional, including but not limited to spilling, leaking, pumping, pouring, emitting, emptying, or dumping

The NPFC administers the OSLTF by:

- a. disbursing funds for removal actions;
- b. monitoring the sources and uses of funds and the OSLTF;
- c. processing third party claims submitted to the OSLTF; and
- d. pursuing cost recovery from responsible parties for removal costs and damages paid by the OSLTF.

Generally, the owner or operator of the vessel or facility, which is the source of a discharge or the substantial threat of a discharge will be liable for removal costs and damages resulting from an oil pollution incident. Typically, claimants must first seek compensation for removal costs and damages from the responsible party, however, in order to facilitate prompt and efficient settlement of third party claims, the OSLTF may accept claims when certain conditions are met (see Section 6), and then will recover the costs of settling those claims from the responsible party or guarantor.

OPA only covers incidents involving oil and not hazardous substances.

3. What Claims May Be Submitted to the OSLTF?

Under OPA, persons may submit claims to the OSLTF for the following uncompensated removal costs and damages that result from an oil pollution incident.

Real or Personal Property Damages: damages for injury to, or economic losses resulting from destruction of, real or personal property, which shall be recoverable by a claimant who owns or leases that property.

Loss of Profits or Earning Capacity: damages equal to the loss of profits or impairment of earning capacity due to injury, destruction, or loss of real property, personal property, or natural resources, which shall be recoverable by any claimant.

Removal Costs: the costs of removal that are incurred after a discharge of oil has occurred or, in any case in which there is a substantial threat of a discharge of oil, the costs to prevent, minimize, or mitigate oil pollution from such an incident.

Loss of Subsistence: damages for loss of subsistence use of natural resources, which shall be recoverable by any claimant who so uses natural resources which have been injured, destroyed, or lost, without regard to the ownership or management of the resources.

Loss of Government Revenues: damages equal to the net loss of taxes, royalties, rents, fees, or net real property, personal property, or natural resources which shall be recoverable by the Government of the United States, a State, or a political subdivision thereof.

Cost of Increased Public Services: damages for net costs of providing increased or additional public services during or after removal activities, including protection from fire, safety, or health hazards, caused by a discharge of oil, which shall be recoverable by a State, or a political subdivision of a State.

Natural Resources: damages for injury to, destruction of, or loss of natural resources, including the reasonable costs of assessing the damage, which shall be recoverable by a United States trustee, an Indian tribe trustee, or a foreign trustee.

4. Who May Be a Claimant?

Any person or government who incurs an allowable cost, damage, or loss as a result of an oil pollution incident may submit claims against

the responsible party or guarantor. Under certain circumstances, defined later in this Guide, a person or government may submit claims to the OSLTF.

Potential claimants may include the following parties:

- a. an individual, corporation, partnership, and association;
- b. the United States Government;
- c. Federal, State, Foreign, and Indian tribe trustees;
- d. States, the District of Columbia, municipalities, and, political subdivisions of States.
- e. the commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the commonwealth of the Northern Marianas Islands, and any other territory or possession of the United States; and
- f. foreign claimants including persons residing in a foreign country, the government of a foreign country, and an agency or political subdivision of a foreign country. In addition to satisfying the other requirements of OPA, foreign claimants must also meet the test under OPA section 1007 (33 U.S.C. 2707) before being eligible to recover uncompensated removal costs or damages.

In certain circumstances the responsible party may submit claims to the NPFC to recover costs and damages paid to claimants in accordance with section 1008 of OPA (33 U.S.C. 2708). Refer to Section 9 for further information on who may submit various types of claims.

5. What are the Time Limits on Submitting Claims to the OSLTF?

Generally, claimants must submit claims first to the responsible party or guarantor. Based upon the actions of the responsible party or guarantor with respect to the claim, the claimant may elect to litigate against the responsible party or submit the claim to the OSLTF. The NPFC cannot certify or approve any claim which is the subject of pending litigation. Under certain circumstances, outlined in Section 6, the claimant may submit a claim first to the OSLTF. The NPFC will consider a claim *only if* submitted within the following time limits:

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- a. DAMAGES claims must be made within three (3) years after the date on which the injury and its connection with the incident were reasonably discoverable with the exercise of due care, or in the case of natural resource damages under section 1002(b)(2)(A) of OPA (33 *U.S.C.* 2702(b)(2)(A)), the above date or within three years from the date of completion of the natural resources damage assessment under section 1006(e) of OPA (33 *U.S.C.* 2706(e), whichever is later.
 - b. REMOVAL COSTS claims must be made within six (6) years after the date of completion of all removal actions for the incident. As used in this paragraph, "date of completion of all removal actions" is defined as the actual date of completion of all removal actions for the incident or the date the Federal On Scene Coordinator (FOSC) determines that the removal actions which form the basis for the costs being claimed are completed, whichever is earlier.

6. When Should a Claim Be Presented to the OSLTF or Responsible Party?

Generally, the responsible party is liable for the removal costs and damages specified in section 1002 of OPA (33 *U.S.C.* 2702) and described in Section 3 of this Guide. A responsible party may have other liabilities under other laws, including state laws. A responsible party, however, may have a defense to liability under section 1003 of OPA (33 *U.S.C.* 2703) or a limit to liability under section 1004 of OPA.) Uncompensated damages arising from non-OPA liabilities are not compensable from the OSLTF.

A claim for uncompensated removal costs or damages may be presented to the OSLTF after it is first presented to the responsible party or guarantor and if:

-
- a. each person to whom the claim is presented denies all liability for the claim;
 - b. full and adequate compensation is not available; or
 - c. the claim is not settled by payment by any person within 90 days after the date on which either the claim was presented, or advertising for claims was begun by the responsible party or NPFC, whichever is later.

A claim for removal costs or damages may be presented first to the OSLTF:

- a. if the NPFC has advertised or otherwise directed claimants to submit claims to the OSLTF;
- b. by a responsible party who may assert a claim under section 1008 of OPA (33 U.S.C. 2708);
- c. by the Governor of a State for removal costs incurred by that State; or
- d. by a United States claimant for, removal costs and damages resulting from a discharge or substantial threat of discharge from a foreign offshore unit under section 1012(a) of OPA (33 U.S.C. 2712).

7. Where Should a Claim Be Sent?

Generally, claims for removal costs and damages under OPA should be submitted to the responsible party or its guarantor.

If claims are being presented to the OSLTF under the conditions discussed in Section 6, claimants should submit their claims to:

National Pollution Funds Center (cm)
United States Coast Guard
4200 Wilson Boulevard, Suite 1000
Arlington, Virginia 22203-1804
Telephone: (703) 235-4764
(800) 280-7118
Telefax (703) 235-4837

Normal business hours are weekdays from 8:00 a.m. to 4:30 p.m. Eastern time.

8. How Should a Claim Be Presented to the OSLTF?

There is no prescribed format for presenting claims to the OSLTF. The claim form attached to this guide is a test form designed to facilitate the submission process. Claimants are encouraged to use the form and are invited to provide comments on its effectiveness. Additional copies of the form are available from the NPFC.

Claims submitted to the OSLTF must comply with all of the general requirements contained in the claims regulations at 33 CFR 136.105-136.113. You do not need a legal representative to file a claim with the OSLTF. If you choose to have one, the legal representative's costs are not compensable by OSLTF. Included in these regulations are the requirements that claims:

- a. be made in writing;
- b. indicate the type and amount of damages being claimed for each type of claim, and provide a sum certain total;
- c. be signed in ink by the claimant and the claimant's legal representative, where applicable;
- d. certify to the best of the claimant's knowledge and belief that the claim accurately reflects all material facts;
- e. provide a narrative description of the damage and how it was caused by the incident;
- f. give the full name, street and mailing addresses of residence and business, taxpayer ID number, and telephone numbers of each claimant,
- g. indicate the date, time and geographic location of the incident giving rise to the claim,
- h. when known, identify the vessel, facility, or entity causing or suspected of having caused the removal costs or damages claimed and the basis for such identity or belief;
- i. give a general description of the nature and extent of removal costs or damages claimed by category, as allowed under OPA;

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- j. for property damage claims, give the full name, street and mailing address, taxpayer ID number and, telephone number of the actual owner of the property, if different from the claimant;
 - k. explain how and when the removal costs or damages were caused by, or resulted from, an incident;
 - l. describe the actions taken by the claimant to avoid or minimize the removal costs or damages claimed;
 - m. provide the reasonable costs incurred by the claimant in assessing the damages claimed. This includes the reasonable costs of estimates for damages claimed, but not attorney's fees or other administrative costs associated with preparation of the claim;
 - n. provide the full name, street and mailing address, and telephone number of each witness to the incident, discharge or removal costs or damages claimed, along with a brief description of that person's knowledge, to the extent each is known or identifiable. A witness should be able to provide useful information directly relevant to documenting the claim submitted to the OSLTF; and
 - o. provide a copy of all written communications and the substance of verbal communications, if any, between the claimant and the responsible party or guarantor of the designated source and a statement indicating that the claim was presented to the responsible party or guarantor, the date it was presented, and that it was denied or remains not settled.

Required proof of damage, presented in Section 9 may be attached to the standard claim form.

9. What Information Should a Claim Contain?

In addition to general information described in Section 8 of this Guide, each claim should comply with the requirements of proof for its particular category of claim, as set forth in the claims regulations at 33 CFR 136 Subpart C. In all cases, the claimant bears the burden of providing all evidence, information, and documentation deemed necessary by the Director, NPFC, to support the claim. This section is

not a substitute for the regulations, but is intended to serve as a general guideline for the information required to process a claim. The NPFC may require additional information or proof of damage as necessary, therefore claimants are encouraged to submit all relevant documentation with their initial claim submission. If questions arise regarding the preparation or submission of claims, claimants may call the NPFC at (703) 235-4764 or (800) 280-7118.

Each claim should include at least the following proof of damage, as applicable to the type of claim.

Removal Costs

The claimant must establish:

- a. that actions taken were necessary to prevent, minimize, or mitigate the effects of the incident;
- b. that the removal costs were incurred as a result of these actions; and
- c. that the actions taken were consistent with the National Contingency Plan as determined by the FOSC, or were directed by the FOSC.

The following are examples of documentation that could be appropriate and necessary to support this type of claim:

- a. dates on which work was performed;
 - b. daily records of personnel costs for individuals that worked on the removal, including the name of the laborer, the labor category, a description of the task performed and how it relates to the removal actions, the number of hours worked documented on the official time attendance record, and the hourly rate paid to the laborer,
 - c. daily records of all travel costs, by person, including: travel authorizations; vouchers showing starting point, destination, and transportation method; receipts (hotel, airline, etc.); and proof of payment,
 - d. daily records of equipment costs incurred for each Removal action including a description of the equipment and how it relates to the removal actions, the time used, and the rates for use;
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- e. description and cost of purchased supplies and materials consumed during the removal action including receipts for the supplies and materials and a description of how the supplies or materials relate to the removal actions; and
 - f. contractor and consultant costs documented on invoices paid by the claimant including a detailed description of activities performed and how they relate to the removal actions, daily cost records of all personnel, equipment, supplies, and material used by the contractor to perform the removal actions.

Real or Personal Property

The claimant must establish:

- a. ownership or leasehold interest in the property (deed, lease, etc.);
- b. that property was injured or destroyed (pictures, witness statements, etc.);
- c. the value of the property both before and after injury (appraisal report, etc.); and
- d. the cost of repair or replacement (paid receipts, estimates, etc.).

In addition, for economic loss resulting from destruction of real or personal property, the claimant must establish:

- a. that the property was not available for use, and if it had been, the cost of that use;
- b. whether or not substitute property was available and, if used, the costs thereof; and
- c. that the economic loss claimed was incurred as a result of the injury to or destruction of the property.

Loss of Profits and Earning Capacity

The claimant must establish:

- a. that the real or personal property or natural resources have been injured, destroyed, or lost;
-

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- b. that the claimant's income was reduced as a consequence of injury to, destruction of, or loss of the property or natural resources, and the amount of that reduction;
 - c. the amount that the claimant's income was reduced;
 - d. the amount of the claimant's profits or earnings in comparable periods and during the period when the earned loss or impairment was suffered, as established by income tax returns, financial statements, and similar documents; comparative figures for profits or earnings for the same or similar activities outside of the area affected by the incident;
 - e. whether alternative employment or business was available and undertaken and, if so, the amount of income received; and saved overhead and other normal expenses not incurred as a result of the incident.

The claimant need not be the owner of the damaged property or resources to recover for lost profits or earning capacity.

Natural Resources

Natural resource damage claims are not compensable to individuals.

Subsistence Use:

The claimant must provide.

- a. the identification of each specific natural resource for which compensation for loss of subsistence use is claimed;
 - b. a description of the actual subsistence use made of each specific natural resource by the claimant;
 - c. a description of how and to what extent the claimant's subsistence use was affected by the injury to or loss of each specific natural resource,
 - d. a description of each effort made by the claimant to mitigate the claimant's loss of subsistence use; and
 - e. a description of each alternative source or means of subsistence available to the claimant during the time for
-

which the loss of subsistence was claimed and any compensation available to the claimant for loss of subsistence. The claim should also be offset by overhead savings or other expenses not incurred as a result of the incident.

A claim for loss of subsistence use of natural resources may be presented only by a claimant who actually uses, for subsistence, the natural resources which have been injured, destroyed, or lost, without regard to the ownership or management of the resources.

10. Claims Settlement Process

Claims submitted to the NPFC typically will be processed in the order received; however, they will be paid on an “as determined” basis (i.e., in the order in which they are approved). Once received, a claim will be reviewed to verify that all necessary information, is present. If it is not, the NPFC will request that the claimant forward the missing information within 60 days. The NPFC will allow the claimant the 60 days to submit the missing information plus an additional 30 days before denying the claim for lack of supporting documentation. If the claimant provides the required information within the time frame, the NPFC will review the claim to confirm that the amount claimed is justified by the supporting documentation. The NPFC may again request additional information, if necessary. The NPFC will determine the compensation for the claim based on the supporting documentation, and will notify the claimant.

A claimant must accept or reject an offer of compensation by the NPFC within 60 days of the date of the offer. If the offer is accepted, the claimant must sign a release, subrogating its rights as claimant to the OSLTF. This allows the OSLTF to seek restitution from the responsible party. Generally, payments are made within 30 days after the NPFC receives the signed release.

If an offer of compensation is rejected by the claimant and if no mutually agreeable settlement can be reached, the claim will be denied. The claimant then may request one reconsideration of the denied claim. The reconsideration must be received by the NPFC within 60 days of the date of the denial, and it must include the factual or legal basis of the reconsideration, providing any additional support

for the claim. The NPFC will reevaluate the claim based upon the additional information provided. A denial by the NPFC of the reconsideration will constitute final agency action.

The speed of the claims settlement process depends largely on the time taken to receive all the necessary documentation from the claimant. The claimant should therefore provide as much and as complete documentation as possible with its initial claims submission.

Claimants and other users of this guide are reminded that this guide is not all-inclusive. This guide and any enclosures or attachments to it, including the claim form and its instructions, are intended to give practical guidance only. Controlling legal authority for OSLTF claims resides in the Oil Pollution Act of 1990 (33 U.S.C. 2701 *et. seq.*) and its implementing claims regulations (33 CFR Part 136).

National Pollution Funds Center Form

Standard Claim

4200 Wilson Blvd., Suite 1000
Arlington, VA 22003-1804
(703) 235-4764 or (800) 280-7118

Page 1

This form may be used for submitting claims to the U.S. Coast Guard, National Pollution Funds Center, for potential compensation from the Oil Spill Liability Trust Fund for uncompensated removal costs or damages resulting from an incident under the Oil Pollution Act of 1990.

1. **Claimant Name:** _____
Address: _____
Social Security #: _____ Home Tel. #: () _____
Tax I.D.#: _____ Work Tel. #: () _____

2. **Incident Information:**
Date: _____ Time: _____
Name of vessel or facility causing damage: _____
Geographic location of incident: _____
Brief description of the incident: _____

3. **Type(s) of claim(s) and total amount for costs and damage(s) claimed: \$**

____ Removal Costs ____ Subsistence Use ____ Profits and Earning Capacity
____ Natural Resources ____ Public Services
____ Government Revenue ____ Real or Personal Property

4. **Has claimant communicated with the responsible party?** ☐ No ☐ Yes
5. **Has the claim been submitted to the responsible party?** ☐ No ☐ Yes Date Submitted _____

6. **If the claim has been submitted to the responsible party, what action has been taken?**
No Action _____ Denial _____ Paid in Part _____ Other (explain): _____

7. **Has claimant commenced any action in court against the responsible party?** ☐ No ☐ Yes
If yes, provide the name, address, phone number of your attorney, the court in which action is pending and the civil action number _____

8. **Has claimant submitted or planned to submit the loss to an insurer?** ☐ No ☐ Yes

If yes, provide the name, address, and phone number of the insurer, and the policy number _____

National Pollution Funds Center Form

Standard Claim

4200 Wilson Blvd, Suite 1000
Arlington, VA 22203-1804
(703) 235-4764 or (800) 280-7118

Page 2

Submit a separate Page 2 for each type of claim. Attach additional information as necessary.

9. **Claimant Name:** _____
Soc. Sec. #: _____ Tax I.D. #: _____

10. **Type of claim submitted and claim amount:** \$ _____
____ Removal Costs _____ Subsistence Use _____ Profits and Earning Capacity
____ Natural Resources _____ Public Services
____ Government Revenue _____ Real or Personal Property

11. **Description of the nature and extent of damages claimed:** _____

12. **Description of how the incident caused the damage:** _____

13. **Description of actions taken by claimant/representative to avoid or minimize damages:**

14. **Witnesses:**
Name: _____ Tel. No: _____
Address: _____

Name: _____ Tel. No: _____
Address: _____

Name: _____ Tel. No: _____
Address: _____

I, the undersigned, agree that upon acceptance of any compensation from the Fund, I will cooperate fully with the United States in any claim or action by the United States to recover the compensation. The cooperation shall include, but is not limited to, immediately reimbursing to the Fund any compensation received from any other source for the same costs and/or damages and, providing any documentation, evidence, testimony, and other support, as may be necessary for the Fund to recover such compensation.

I, the undersigned, certify that, to the best of my knowledge and belief, the information contained in this claim represents all material facts and is true. I understand that misrepresentation of facts is subject to prosecution under Federal law (including but not limited to 18 U.S.C. 287 and 1001).

15. _____

Claimant's Signature

Date

16.

Legal Representative

Date

8/93

General Instructions:

Please provide all information, evidence and documentation that supports the damage(s) claimed. **Use additional sheets as necessary** to provide details of any written or verbal communication with the entity causing or suspected of causing your damage.

1. Complete name, street, and phone number of the claimant (party that incurred damage and is seeking reimbursement). If the claimant is an individual, provide social security number. If the claimant is a business or corporation, provide Federal tax identification number.
2. If known, provide the following incident information on the oil spill or threat of oil spill causing or suspected of causing the damage(s) claimed.
 - The identity of the vessel, facility or entity causing or suspected of causing the incident.
 - Describe the geographic area directly affected by the oil spill or threat of oil spill.
 - Briefly describe any known information regarding the occurrence of the oil spill or threat of oil spill.
3. Indicate the type of claim(s) being submitted. Provide the total sum of the claims indicated. **Include Page 2 for each type of claim submitted.**
4. Indicate if claimant has had any communication (written or verbal) with the entity causing or suspected of causing the damage(s) claimed.
5. Has the claimant or the claimant's legal representative submitted the claims indicated to the entity causing or suspected of causing the damage claimed? Include the date submitted.
6. If claim was submitted to the responsible party, indicate any response (written or verbal) or any payment you have received. Provide the date the claim was submitted.
7. Indicate if the claimant is pursuing his claim(s) against the responsible party by legal representation in a court of law. if yes, provide all information which will enable us to contact your legal representative, and identify your case.
8. Indicate if claimant is pursuing his claim(s) with an insurance carrier. If yes, provide all information which will enable us to contact the insurer and identify the claimant's policy.

General Instructions:

Page 2 is to be used for each individual type of claim submitted and must be attached to Page 1. **Use additional sheets as necessary** to provide information, evidence and documentation for each type of claim. This form may be copied as necessary.

9. Provide claimant identification information from Page 1. Claimant name must identify the party who has incurred damage and is seeking compensation for those damages.
10. Indicate the type of claim being submitted (**one type of claim per Page 2**) and the amount of that individual claim. Each type of claim indicated requires a separate Page 2.
11. Provide detailed information, evidence, and documentation that describes the extent of the damage(s) claimed. Attach copies, if necessary, of all pertinent information.
12. Provide any information, evidence, and documentation that will help describe how the oil spill, or threat of oil spill, caused the damage(s) claimed.
13. Provide any information, evidence, and documentation that describe the actions of the claimant or any other person on the claimant's behalf that helped to reduce or avoid the damage(s) claimed.
14. Provide the name, address and telephone number of any witness to the damage(s) claimed. On a separate page provide a summary of each witness's knowledge of the damage(s) claimed or the incident causing or suspected of causing the damage(s) claimed.
15. If the claimant is an individual, that person must sign the claim form. If the claimant is a corporation, an officer of the company must sign the claim form. All signatures must be in ink to be valid.
16. If the claim is presented by a legal representative, that legal representative must also sign the claim form. Provide the complete address and phone number of that legal representative.

Submit Page 1 and 2 (include a separate Page 2 for each type of claim) along with any necessary information, evidence, and documentation to:

Director (cm)
National Pollution Funds Center
4200 Wilson Blvd., Suite 1000
Arlington, VA 22203-1804